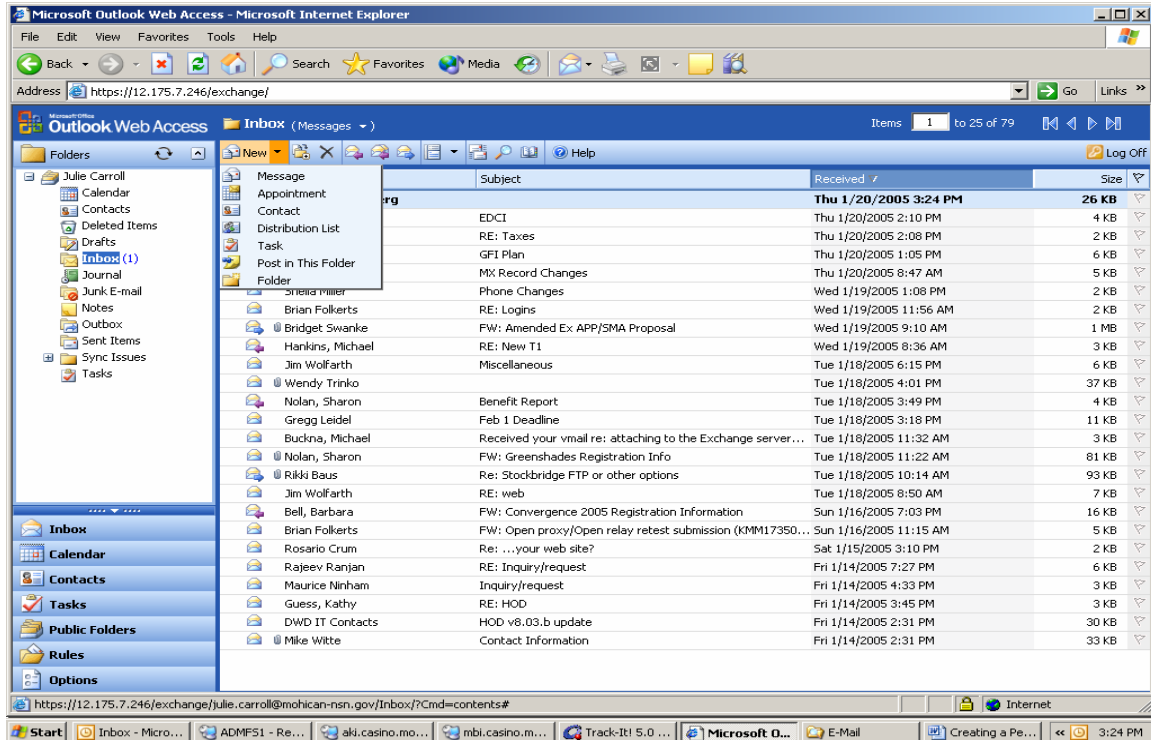
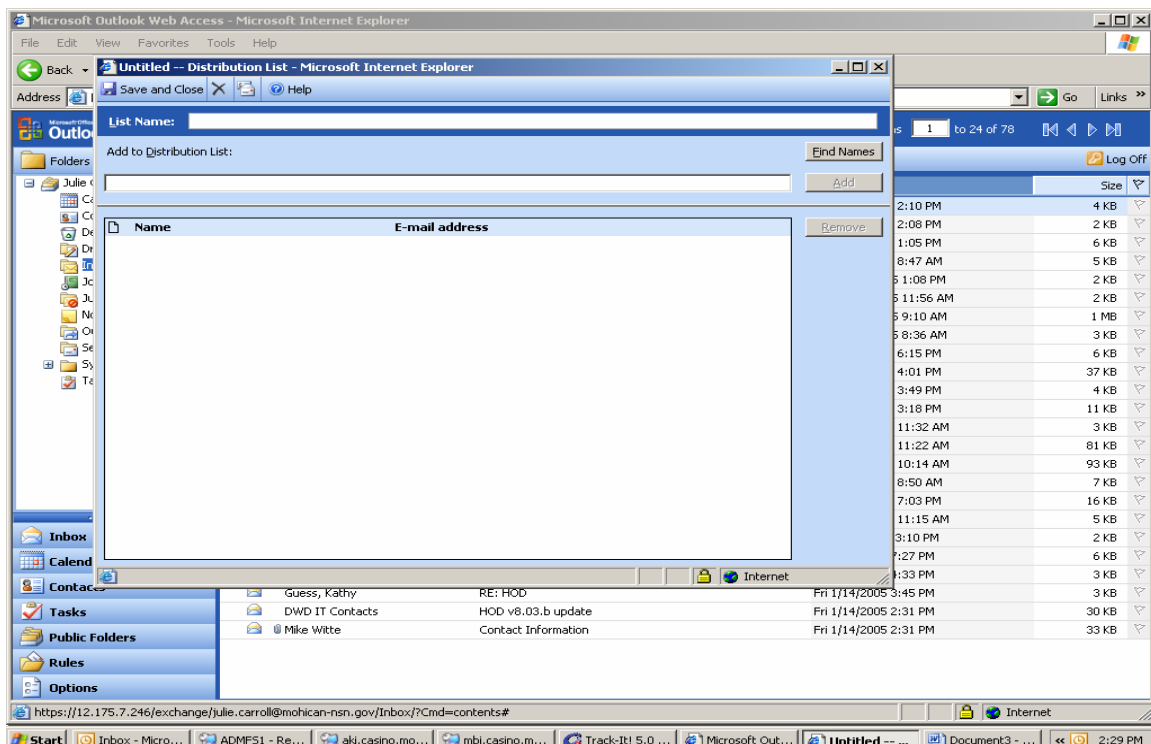


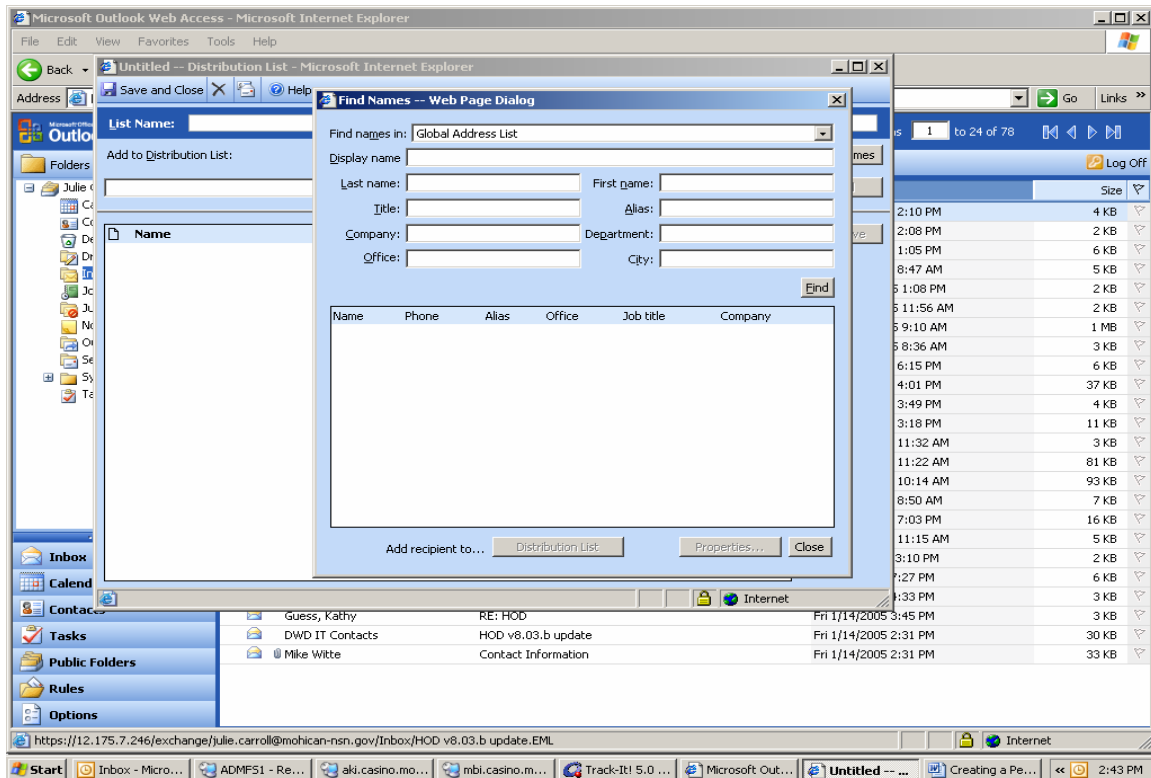
Creating a Personal Distribution List in OWA



- 1) Click on arrow to the right of the New button.
- 2) Click on Distribution List.



- 3) Type a name for the Distribution List in the List Name field.
- 4) Enter e-mail address in Add to Distribution List field and click on Add button or click on Find Names button if the contact is already in your contact list.



- 5) If the contact is on the Global Address List, enter the first few letters of his or her first name in **Display Name**. Then click on Find button.
- 6) If the contact is on your Personal Contact List, click the drop-down arrow to the right of the Find Names In field and select Contacts. Enter the first few letters of his or her first name in **First Name** (not Display Name). Then click on Find button.
- 7) Highlight the contact on the list and click on Distribution List button. (If Distribution List button is grayed out after you have highlighted the contact, you must go to the contact and enter an e-mail address)
- 8) Follow steps 5 or 6 through 7 for all contacts you would like to add to the Distribution List.
- 9) When you are finished adding contacts to the Distribution List, click on Close button.
- 10) On the Distribution List screen, click on Save and Close button.